

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Chief George/693-8320 by Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** N/A

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR VERBATIM TRANSCRIPTION SERVICES.

**REPORT IN BRIEF:** A competitive bid was conducted for providing verbatim transcription services for Police Department. The Town sent out specifications to fourteen (14) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received four (4) responses (three (3) bids and one (1) "no bid" response). The recommendation is for Warren & Associates as the lowest responsive and responsible bidder.

**PREVIOUS ACTIONS:** Not applicable

**CONCURRENCES:** The recommended award has been reviewed by the Police Chief and the Bid Specification Committee who concur with the decision to award to Warren & Associates.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: \$35,000.00/yr

Account Name: Police Department-Contractual Services Account

Additional Comments: Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Procurement Authorization

Bid Tabulation

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR  
VERBATIM TRANSCRIPTION SERVICES.

WHEREAS, the Town is in need of verbatim transcription services for Police Department; and

WHEREAS, the Town solicited sealed bids for such transcription services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Warren & Associates.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE,  
FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Warren & Associates to provide  
verbatim transcription services for Police Department in the amount of \$2.40/page.

SECTION 2. The Town Council hereby authorizes the expenditure from the Police  
Department-Contractual Services Account.

SECTION 3 The initial term is one (1) year with options to extend the contract for two (2)  
additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate,  
will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-521-0306 <i>ORIGINAL 5/03 0535-521</i>	Transcription Service	\$35,000 (yr)

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding  
☐ Piggyback on Contract Number \_\_\_\_\_  
☐ Sole Source  
☐ Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed \_\_\_\_\_  
Department Head

Have Funds been Reserved RESERVED 3/2/8

Date 2/23/04 Signed [Signature]

Signed \_\_\_\_\_  
Town Administrator

VENDOR	BIDS SUBMITTED
WARREN + ASSOCIATES	\$2.40/PAGE
PROTOTYPE INC.	\$2.50/PAGE
TRANSCRIPTION + DATA SERVICES	\$2.80/PAGE
ATRIUM PERSONNEL	NO BID

Signed [Signature]  
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION	
Vendor	Cost
WARREN + ASSOCIATES	\$2.40/PAGE

Signed \_\_\_\_\_  
Town Administrator

# BID OPENING REPORT

BID NAME: Transcription Services

TIME: 2:07pm

BID NUMBER: B-04-44

DATE: 3/24/04

ESTIMATED COST: \_\_\_\_\_

NO.	CONTRACTOR'S NAME	BID AMOUNT	RANK
1.	PROTOTYPE, INC.	\$2.50/page	2
2.	WARREN & ASSOCIATES	\$2.40/page	1
3.	ATRIUM PERSONNEL	NO BID	
4.	TRANSCRIPTION & DATA SVCS.	\$2.80/page	3
5.			
6.			
7.			
8.			
9.			
10.			

## REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 3/24/04

WITNESS: [Signature]

DATE: 3/24/04